Quick Reference Tip Sheet

GEARS General Enterprise And Resource Support

MARYLAND JUDICIARY

General Information

Task	Process Information
Viewing/Reopening an Interpreter Invoice	Invoices that you have saved and/or submitted are stored on the Self-Service Home page in GEARS. Retrieve and view invoices to: 1. Continue editing an Invoice that has not been submitted 2. View the status of a submitted Invoice 3. Reopen a denied invoice For more information about entering Interpreter Invoices, please refer to the Creating an Interpreter Invoice tip sheet.

GEARS Navigation

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1.0   Process

This document is intended to provide a quick reference to viewing/reopening Self-Service Interpreter Invoices in GEARS.

STEP	ACTION	DETAILS
1.	**AOC Self-Service Invoices** On the **Invoice Actions** page, click the "View Invoices" link.	**AOC Self-Service Invoices** Invoice Actions Create Interpreter Invoice Create Juror Invoice View Invoices

2.	The **Search Self-Service Invoices** page displays. Enter fields in the Search criteria to search for your Invoices.	Search Self-Service Invoices Invoice ID: [____] Entered By [____] Name 1: [____] Invoice Date: [____] 🗓 [Search] Name 2: [____] Court Location: [____] 🔍 TIN / SSN: [____] 🔍 Status: [____ ▾] Return to Self-Service Home
		ⓘ Retrieve invoices by using one or more of the following search criteria: 1. Invoice ID – (E.g., *CS0815141015*) 2. Entered By – (name of user who entered the Invoice) 3. Name of Payee/Vendor 4. Invoice Date 5. Court Location 6. TIN/SSN 7. Status – (*Approved for Processing, Denied, Draft, Submitted for Processing*)
3.	Click the [Search] button. In this scenario, the search for Invoices was by the name of the user (*e.g., Bob.Lee* who entered the Invoice.	
4.	The Results of the search displays.	Search Self-Service Invoices Invoice ID: [____] Entered By [____] Name 1: [____] Invoice Date: 02/28/2017 🗓 [Search] Name 2: [____] Court Location: [____] 🔍 TIN / SSN: [____] 🔍 Status: [____ ▾] Personalize | Find | View All | 🖵 | 🔣 First ◁ 1 of 1 ▷ Last |	Invoice Id	Invoice Date	Entered By	Name 1	Name 2	Amount	Status
---	---	---	---	---	---	---	---
1	XX0228170000	02/28/2017	BOB.LEE	IRYNA KALAMIYETS DBA AVRINE LAW FIRM LLC		55.00	Denied	 Return to Self-Service Home
		ⓘ Click on any of the column heading titles to sort the list in ascending or descending order. For example, to see the list of invoices sorted by Invoice Date, click on the **Invoice Date** title. ***Note**: if searching by status, know that a "Denied" invoice can only be found using that status until it is reopened (see step 7). Once it has been reopened, the invoice status is reset back to "Draft".
5.	Click on the **Invoice ID** link to view the Invoice.	

6. The [Interpreter Invoice] page displays. Review the details of the Invoice.

Interpreter Invoice

Payee Information   TIN / SSN: ☐ Use 'INTERPRET' Vendor

Name 1: JUSTIN R PRYOR	Name 2:	
Address Line 1:		Vendor ID:
Address Line 2:		Short Vendor Name: JUSTINRPRY-001
Address Line 3:		
County:		
City: COLLEGE PARK	State: MD	Postal Code: 20740-0000 Country: USA
Email ID:		

Invoice Header Information

Invoice ID: TEST2.5.2	Invoice Date: 01/30/2017	Buyer : Administrative Office of Court
Court Location: C60-COMM Frederick County District Ct		Requester: BOB.LEE
Event Type: Commissioner	Proceeding Type Civil - Non-Family	☐ Cancelled Proceeding
Language: ASL		
Invoice Comments: updated.		Payment Terms: NET00
		Total Amount: 1,460.40

Invoice Line Information ⑦

Personalize | Find | View All | 🗗 | 🖩   First ◀ 1-2 of 2 Last

	Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1	INT-COMP03	Eligible Interpreter	11.5000	EA	45.00000	517.50
2	INT-COMP04	Other Rate	1.2500	EA	754.32000	942.90

[Attachments]

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7. ***FOR DENIED INVOICES***

To reopen a 'Denied' invoice, click the [Reopen Invoice] button, and then click [OK] to confirm the reopen.

Invoices that have been 'Denied' can be updated, including adding additional attachments, rather than having to create a new one.

Interpreter Invoice

Payee Information   TIN / SSN: ☐ Use 'INTERPRET' Vendor

Name 1: IRYNA KALAMIYETS DBA AVRINE LAW FIRM LLC Name 2:		
Address Line 1:		Vendor ID:
Address Line 2:		Short Vendor Name: IRYNAKALAM-001
Address Line 3:		
County:		
City: POTOMAC	State: MD	Postal Code: 20854 Country: USA
Email ID:		

Invoice Header Information

Invoice ID: XX0228170000	Invoice Date: 02/28/2017	Buyer : Administrative Office of Court
Court Location: C10-CTHSE Frederick County Circuit Court		Requester: BOB.LEE
Event Type: Courtroom Proceeding	Proceeding Type Juvenile	☐ Cancelled Proceeding
Language: ASL		
Invoice Comments:		Payment Terms: NET00
		Total Amount: 55.00

Invoice Line Information ⑦

Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 Last

	Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1	INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00

[Reopen Invoice]   [Attachments]

Save Confirmation

✔   Invoice Successfully Reopened

[OK]

| 8. | ****FOR APPROVERS ONLY****

 When making edits to an Invoice, you must 'Save' your changes first before you 'Release for Processing'. If you make edits to the Invoice and attempt to 'Release for Processing' without first saving, an error message will appear. To correct, click the OK button to return to the Interpreter Invoice page. Then, click the Save button and lastly, click the Release for Processing button. | |

End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.